

**Saratoga County Soil & Water Conservation District**  
50 West High Street Ballston Spa, NY 12020  
**Minutes of Teleconference Meeting 04/15/2020**

**In Attendance:**

**District Directors:**

Victoria Garlanda – At Large  
Edward Kinowski – Legislator  
Jennifer Koval – At Large Farmer  
Jay Matthews - At Large Farmer  
Monica, Donald - Chairman  
Darren O'Connor – Legislator  
Steven Ropitzky – Vice Chairman

**District Staff:**

Lewis, Dustin – District Manager  
McCarthy, Shannon – Office Manager

Meeting called to order at 3:02pm by Chairman D. Monica

1. **Minutes of March 2020 Meeting:** **Motion** to approve by Matthews, seconded by Ropitzky, carried unanimously.
2. **March 2020 Financial Reports:**
  - a. **Receipts/Disbursements Report, Budget vs Actual Report and Vouchers: (Attachment A, B & C)** **Motion** to approve made by Ropitzky, seconded by Garlanda, carried unanimously.
3. **Old Business:**
  - a. **Part C 2020:** Funding has been received, received more than expected. Due to virus issues, Performance Measures have been waived for this year.
  - b. **T&S 2020:** All products have been received, pick up dates are 04/24/2020 & 04/25/2020 from 8am to Noon. Everything being handled with a Drive Through Service this year.
  - c. **Envirothon 2020:** Both the local & National events have been cancelled this year. NYS Envirothon is still attempting to hold a State competition but the District has already requested & received a refund for the State event.
4. **New Business:**
  - a. **Fish Stocking 2020:** The vendor decided that they were not able to hold this Spring, so Fish Stocking has been cancelled. District will be polling participants to see if we should attempt a fall sale.
  - b. **Boat Wash:** Has been put up for sale, auction will be over on 04/23/2020. A **motion** was made by O'Connor, seconded by Kinowski to allow District Manager to handle auction & decide if auction price is appropriate, carried unanimously.
5. **Other Business:**
6. **Correspondence: (Attachment D)**
7. **Next Meeting Date and Adjournment:** The next meeting is scheduled for Wednesday, May 20, 2020 at 3:00pm. Meeting adjourned by Chairman at 3:17pm.

Respectfully submitted: \_\_\_\_\_

Shannon J. McCarthy, Secretary

Donald Monica – Chairman

## ATTACHMENT A:

Saratoga County SWCD								
Receipts and Disbursements								
March 2020								
	Operations (Checking/Money Market/Accrued Liabilities)	Petty Cash	WQCC	Envirothon	Knight's	Roadside Erosion	Koval CAFO	Welcomstock CAFO
<b>BOOK BALANCE as of 02/29/20</b>	<b>\$37,556.03</b>	<b>\$250.00</b>	<b>\$4,112.53</b>	<b>\$1,846.30</b>	<b>\$182.21</b>	<b>\$97,294.50</b>	<b>\$322,940.34</b>	<b>\$260,193.19</b>
<b>RECEIPTS</b>								
District Tree & Shrub Program	\$8,984.83	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fish Stocking Program Sales	\$290.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interest	\$9.15	\$0.00	\$0.00	\$0.08	\$0.00	\$0.00	\$44.65	\$38.04
Sales	\$436.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bird/Bat Item Sales	\$303.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Ag Value - Soil Group Worksheet	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sales Tax Credit	\$36.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
RC&D Time Reimbursements	\$2,404.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4 Hour Training Fees	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
State Grants	\$187,222.02	\$0.00	\$0.00	\$0.00	\$4,347.60	\$0.00	\$0.00	\$0.00
Sales Tax Received	\$159.46	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL RECEIPTS</b>	<b>\$200,282.46</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.08</b>	<b>\$4,347.60</b>	<b>\$0.00</b>	<b>\$44.65</b>	<b>\$38.04</b>
<b>DISBURSEMENTS</b>								
Directors Per Diem for Meetings	\$240.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Manager	\$2,969.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
District Manager	\$4,961.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Technician(s)	\$6,780.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
District Trees Expenses	\$13,436.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Conservation Practice Supplies	\$170.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Directors Travel/Training	\$126.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employees Travel/Training	\$65.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Telephone/Internet	\$315.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Supplies	\$186.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Educational Expenses	\$256.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Workers' Comp & Disability Insurance	\$17.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Postage	\$17.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bird/Bat Item Expenses	\$115.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bank/Credit Card Fees	\$215.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4 Hour Training Expense	\$78.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
State Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$179,533.09	\$260,000.00
Gas & Oil	\$209.57	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Health/Dental Insurance	\$4,471.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employer Share FICA/Medicare	\$1,083.39	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sales Tax Disbursed	\$734.88	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL DISBURSEMENTS</b>	<b>\$36,453.36</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$179,533.09</b>	<b>\$260,000.00</b>
<b>BOOK BALANCE as of 03/31/20</b>	<b>\$201,385.13</b>	<b>\$250.00</b>	<b>\$4,112.53</b>	<b>\$1,846.38</b>	<b>\$3,529.81</b>	<b>\$97,294.50</b>	<b>\$143,451.90</b>	<b>\$231.23</b>

## ATTACHMENT B:

APRIL 2020 MEETING VOUCHERS								
ACCOUNT	#	PAYEE	EXPLANATION	AMOUNT	DATE PAID	CHECK #	AMOUNT PAID	BALANCE DUE
General	44	Andrea James	Mileage - March 2020	\$90.28				\$90.28
General	45	Blueshield of NENY	Health/Dental - April 2020	\$6,013.63	04/08/20	10052	\$6,013.63	\$0.00
General	46	Saratoga County General Services	Postage - February 2020	\$7.20				\$7.20
General	47	T&S Refunds		\$356.00				\$356.00
General	48	Fish Stocking Refunds		\$300.35				\$300.35
General	49	Mangino's	2019 Chevy Silverado Insepection	\$10.00				\$10.00
General	50	De Lage Financial	Copier Lease - April 2020	\$125.00				\$125.00
General	51	Bank of America (Dustin's Card)	Monthly Payroll Fee	\$16.00				\$16.00
			<b>TOTAL VOUCHERS</b>	<b>\$6,918.46</b>			<b>TOTAL DUE</b>	<b>\$904.83</b>
<b>Bills to be Paid Before Next Board Meeting:</b>								
General		Blue Shield of NENY	Health Insurance May 2020	\$5,260.98				
		<b>TOTAL</b>		<b>\$5,260.98</b>				

## ATTACHMENT C:

BUDGET TO ACTUAL REPORT			
March 2020			
	BUDGET 2020	ACTUAL MAR 2020	ACTUAL JAN - MAR 2020
<b>RECEIPTS</b>			
District Tree & Shrub Program	\$40,000.00	\$8,984.83	\$11,393.12
Fish Stocking Program Sales	\$3,000.00	\$290.16	\$290.16
Interest	\$100.00	\$9.15	\$19.78
Sales	\$775.00	\$740.64	\$4,224.24
Sale of Equipment	\$28,000.00		\$26,600.00
Gifts and Donations	\$0.00		\$0.00
Ag Value - Soil Group Worksheet	\$1,000.00	\$360.00	\$1,800.00
Sales Tax Credit	\$0.00	\$36.70	\$36.70
Fees	\$7,500.00	\$2,479.50	\$2,479.50
County Appropriation	\$125,886.60		\$0.00
State Grants	\$50,000.00	\$187,222.02	\$187,222.02
State Reimbursements	\$166,000.00		\$0.00
Federal Grants/Reimbursements	\$0.00		\$0.00
Sales Tax Received	\$1,000.00	\$159.46	\$208.07
<b>TOTAL RECEIPTS</b>	<b>\$423,261.60</b>	<b>\$200,282.46</b>	<b>\$234,273.59</b>
<b>DISBURSEMENTS</b>	<b>BUDGET 2020</b>	<b>ACTUAL MAR 2020</b>	<b>ACTUAL JAN - MAR 2020</b>
Directors Per Diem for Meetings	\$1,200.00	\$240.00	\$240.00
Office Manager	\$38,742.63	\$2,969.40	\$8,611.26
District Manager	\$64,754.73	\$4,961.60	\$14,388.64
Field Technician (Senior)	\$49,041.06	\$3,757.60	\$10,897.04
Field Technician	\$39,445.66	\$3,022.60	\$8,765.54
Furniture and Fixtures	\$0.00		\$0.00
Office Equipment	\$3,000.00		\$0.00
Motor Vehicle Equipment	\$35,000.00		\$0.00
Field Equipment	\$2,000.00		\$0.00
District Trees Expenses	\$30,000.00	\$13,436.78	\$20,342.57
Fish & Pond Stocking	\$2,500.00		\$0.00
Flags and Stakes	\$0.00		\$0.00
Conservation Practice Supplies	\$750.00	\$170.84	\$468.55
WQCC	\$0.00		\$0.00
Directors Travel/Training	\$1,000.00	\$126.16	\$126.16
Employees Travel/Training	\$3,500.00	\$65.50	\$950.95
Telephone/Internet	\$3,200.00	\$315.35	\$555.35
Office Supplies	\$3,000.00	\$186.66	\$946.64
Meeting Expenses	\$750.00	\$78.00	\$78.00
Educational Expenses	\$750.00	\$256.74	\$756.74
Auto/Field/Liability Insurance	\$4,500.00		\$4,304.18
Workers' Compensation/Disability Insurance	\$3,500.00	\$17.76	\$2,439.60
State, National Dues	\$1,500.00		\$0.00
State Fair	\$100.00		\$100.00
Postage	\$1,000.00	\$17.80	\$25.30
Bird Item Expenses	\$750.00	\$115.00	\$115.00
Credit Card Fees	\$1,000.00	\$215.89	\$347.12
Part C Project Materials	\$20,000.00		\$0.00
Repairs to Truck & Field Equipment	\$2,250.00		\$0.00
Gas & Oil	\$2,500.00	\$209.57	\$293.42
Health Insurance	\$56,727.52	\$4,471.84	\$13,415.52
Retirement Benefits	\$35,000.00		\$0.00
Employer Share FICA/Medicare	\$15,000.00	\$1,083.39	\$3,100.93
Sales Tax Disbursement	\$800.00	\$734.88	\$734.88
<b>TOTAL DISBURSEMENTS</b>	<b>\$423,261.60</b>	<b>\$36,453.36</b>	<b>\$92,003.39</b>
<b>NET TOTAL</b>	<b>(\$0.00)</b>	<b>\$163,829.10</b>	<b>\$142,270.20</b>

**ATTACHMENT D:**

**CORRESPONDENCE - Saratoga County SWCD**  
**April 15, 2020**

E-Mailed:

- Municipal Assistance Sub-Committee Meeting
- eResource – 03/24/2020
- Urban Agriculture Survey for Conservation Districts
- Where's RONNY RAINDROP?
- Blueshield of NENY: Important News: COVID-19 (Coronavirus) Employer Information
- Conservation Clips – 03/27/2020
- Deadline change for AEM Leopold Award
- NYS Envirothon
- New Information pertaining to COVID-19 EO 202.6
- DiNapoli: Working with Our Office During the Coronavirus
- 4-Hour E&SC Online Supplemental Course
- NYS DEC Endorsed 4-Hour Erosion & Sediment Control Online Training
- NYS Department of Labor: UPDATE—Paid Sick Leave for New Yorkers Impacted by COVID-19
- eResource - 03/31/2020
- Clarification received by NY ESD related to EO 202.6 - Construction Projects
- NACD Announces First Round of 2020 Technical Assistance Grant Awards
- Status of District Tree Sales
- NYS Envirothon 2020 event – Online
- NYS Envirothon 2020 event - online!
- Conservation Clips – 04/03/2020
- Enacted SFY 2020-21 Budget - EPF and RMN Bond Act
- NYS Envirothon 2020 – refunds
- DiNapoli Urges Retirees to Sign Up for Direct Deposit, Gives Updates
- NACD TA2020 RFP Information
- Meeting scheduled: NYS Soil and Water Conservation Committee Meeting
- April 2020 SWCC Report
- Public Meeting for the development of the St. Lawrence River Watershed Project.
- Cortland County job postings
- eResource- 04/07/2020
- Blueshield of NENY: Important News: COVID-19 (Coronavirus) Employer Information
- Amsure: Important information about insurance premiums
- Round 26 Q and A updated
- March CDEA News
- Conservation Clips - 04/10/2020
- Question.....Please respond.
- COVID-19 Reservation Updates
- State Comptroller DiNapoli Shares a Message of Renewal and Hope
- Fw: NY STATEWIDE REGIONAL
- National Conservation Planning Partnership (NCP) Update: Conservation Excellence Award Winners
- eResource – 04/14/2020